Quick Step Guide for Internal Applicants

Logging Into PeopleSoft/Search the Job Bank

1	Double click the **Internet Explorer** icon on the desktop to open the Internet.
2	When the Internet window opens, click in the address bar to highlight the address field.
3	Press the **Delete** key to delete the address in the address bar.
4	Enter the State Personnel Department's Homepage URL address into the address bar. Enter **www.in.gov/spd**
5	Press the **Enter** key.
6	An applicant can access their internal PeopleSoft account from the **State Personnel Department's** Homepage. Click the Current Employee's Job Bank link
7	Scroll down the page to locate the **Login and apply now!** link
8	Click in the **User ID** field.
9	Enter your **employee ID number** into the **User ID** field. This will be the first initial of your first name (capitalized) and the last six digits of your employee id number. If you don't know your id, please contact your HR office.
10	Press the **Tab** key.
11	The **PeopleSoft password** is the same as the network password used to log into the computer. If you need your password reset, please contact 317-234-HELP (4357) or toll free 1-800-382-1095.
12	Click the **Sign In** button.
13	Congratulations, you have successfully logged into PeopleSoft! If prompted to change your password, -**Click here to change your password** link. -Fill in the blanks with the requested information. -Click the **Change Password button**; and -Click the **OK** button **End of Procedure.**

Create/Update Learning and Development Information

1	Click the **Self Service** Link.
2	Click the **Learning and Development** link.
3	Click the **My Current Profile** link.
4	Click the **Education** link.
5	Click the **Add New School Education** link to enter high school information.
6	Click on the magnifying glass for the education level. Choose the appropriate level (graduated, degree or equivalent or without degree)
7	Change the effective date to your graduation date.
8	Leave the status as **Active**.
9	Use the magnifying glass to look up the **State** your high school is located in.
10	Scroll down and locate the State. Click on the **State** abbreviation link.
11	The school type will automatically populate to High School (HIS).
12	Leave the **School Field** code blank.
13	In the **School Description**, type in the name of your high school.
14	If you have completed high school coursework, check the **Completed** box.
15	Click **OK.** Click **Return to Previous Page** link.
16	Click **Add New Degree** to add college information
17	Click the **Degree** magnifying glass button to search for the correct degree. Locate the correct degree entry in the **Description** column and click on the link. If necessary, use the scroll bar to search through the list. If your specific degree is not listed, please choose the closest one.
18	Click the **Major Code** magnifying glass to search for the correct major.
19	To locate your major, click the drop down box and choose **Description**. In the box after begins with, type in the first three letters of you major and click the **Look Up** button. Choose the most closely related major.
20	Click in the **Date Acquired** field. Enter the date the degree was acquired into the **Date Acquired** field.
21	Leave the **Status** drop down as **Active**.
22	Click the **State** magnifying glass to search for the correct state or enter the state abbreviation into the begins with field. Click the **Look Up** button.
23	If necessary, use the scroll bar to scroll through the list.
24	Click the **School Code** magnifying glass to search for the correct school.
25	Scroll through the list of schools and click on the link for the school. This will populate your choice.
26	If you wish to enter a **Minor**, follow steps 18 through 20.
27	Click in the **Average Grade** field. Enter the average grade into the **Average Grade** field.
28	If the degree has been completed, click the **Graduated** box.
29	Click the **Apply and Add Another** button and repeat the steps to add another degree, until all degrees have been added. When finished adding degrees, click **OK**.
30	Click on the **Learning and Development** link.
31	Click on **My Current Profile**.
32	Click on **Qualifications**.
33	Click **Add New Language Skills** link.
34	Click the **Language** magnifying glass to search for the correct language.
35	Locate the correct language entry in the **Description** column and click on the link. If necessary, use the scroll bar to search through the list.
36	Do not change the evaluation date.
37	Leave the **Status** as **Active**.

38	Click the **Reading Proficiency** drop down menu button.
39	Select a **reading proficiency** from the list of values.
40	Click the **Speaking Proficiency** drop down menu button.
41	Select a **speaking proficiency** from the list of values.
42	Click the Writing Proficiency drop down menu button.
43	Select a writing proficiency from the list of values.
44	If this is your native language, click the check box.
45	If you are able to translate, click the check box.
46	If you are able to teach, click the check box.
47	Click **Apply and Add Another Language** button and repeat the steps to add another language until all languages have been added. When finished adding languages, click the **OK** button.
48	Click on the **Add New Licenses/Certifications** link.
49	Click the **License** magnifying glass to search for the correct license.
50	If necessary, scroll through the list or use the look up features to search through the list.
51	Locate the correct license entry in the **Description** column and click on the link.
52	Click in the **Issue Date** field.
53	Enter the date the license was issued into the **Issue Date** field.
54	Choose the **Status** of your license/certification. Either **Active** or **Inactive.**
55	If the license was issued in a country other than USA, click the **Country** magnifying glass to search for the correct country.
56	Click the **State** magnifying glass to search for the correct issuing state. If necessary, use the scroll bar to scroll through the list.
57	Locate the correct state entry in the **State** column and click on the state link.
58	If you in the process of renewing your license, click the **Renewal in Progress** check box.
59	Leave the **License Verified** check box blank.
60	Click in the **Expiration Date** field
61	Enter the date the license expires into the **Expiration Date** field.
62	Click in the **License/Certification Number** box. Enter the license number into the **License/Certification Number** box.
63	Click in the **Issued By** box. Enter the name of the agency or organization that issued the license/certification into the **Issued by** box.
64	Click the **Apply and Add Another** button and repeat the steps to add another license/certification until all licenses/certifications have been added. When finished adding licenses/certifications, click **OK**.
65	Click the **Add New Membership** link.
66	Click the **Membership** magnifying glass to search for the correct membership/organization.
67	Locate the correct organization entry in the **Description** column and click on the organization link.
68	If necessary, use the scroll bar to scroll through the list.
69	Click in the **Membership Date** field.
70	Enter the date the membership was issued in the **Membership Date** field.
71	Choose the **Status** of your membership. Either **Active** or **Inactive**.
72	If applicable, enter the **Mandate Begin/End Date**, the **Mandate** and/or **Mandate Position**.
73	Click the **Apply and Add Another** button and repeat the steps to add another membership until all memberships have been added. When finished adding, click the **OK** button.
74	Click the **Learning and Development** link.
75	Click the **Professional Training** link.
76	Click the **Add Professional Training Course** button.
77	Click in the **Course Name** field.
78	Enter the course name into the **Course Name** field.

79	Click in the **Course Start Date** field.
80	Enter the course start date into the **Course Start Date** field.
81	Click in the **Course Completion Date** field.
82	Enter the date the course was completed into the **Course Completion Date** field.
83	Click in the **School/Facility Where Course Was Taken** field.
84	Enter the school or facility name where the course was taken into the **School/Facility Where Course Was Taken** field.
85	Click the **Save** button.
86	Click **the Add a Professional Training Course** button and repeat the steps to add another training course until all training courses have been added. When finished adding courses, click the **OK** link.
87	Congratulations, you have successfully created or updated your **Learning and Development** information. You can use this information to apply for available positions. Managers will review **Learning and Development** information to evaluate your qualifications. To ensure your updated information in transferred to your profile, you must go to **Apply Without Selecting Job** link under **Recruiting Activities** and the **Careers** links to update your applicant profile information. You can find these links under **Self Service**. **End of Procedure**.

Create/Update Applicant Profile

1	After logging into your PeopleSoft account, click **Self Service** link, **Recruiting Activities** link and **Careers**.
2	An employee's name, address, telephone, and email information will be automatically completed, pulling from the personnel record. To confirm accurate information is available, an employee can check contact information from the **Careers Home** page. If there is a discrepancy in any of the information, please contact your HR office. Click the **Contact Details** link.
3	Click the **Return to Previous Page** link.
4	Click the **Apply Without Selecting a Job** link.
5	When the **Internal Applicants use Self Service to update** warning appears: -Click the **Cancel** button to return to the **Learning and Development** section of **Self Service** to update **Professional Training, Education, Languages and Licenses/Certifications** and **Memberships** information. This information will not be available in your profile for managers to use during the applicant selection process unless these sections were previously completed. *Refer to the **Create/Update Learning and Development** information section of this guide for instructions.* -Click the **OK** button to continue to create/update the applicant profile if the **Learning & Development** information has been completed.
6	A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select either the **Copy and Paste Resume Text, Using an Existing Resume,** or **Apply Without Using a Resume** option.
7	Click the **Continue** button.
8	Complete the information on the Education and Work Experience page. To add work experience click on the drop down box and choose **Yes-Add Work Experience**. This will take you to a new page where you will enter work

	experience. Please make sure that all information is completed, including employer name, telephone, start date, end date (if applicable), staff supervised, hours per week, supervisor name and title, ending job title, reason for leaving and a thorough description of responsibilities/duties in the detail **Work Experience** field. If more than one position needs to be entered, click the **Save and Add More** button. When all work experience has been added, click the **Save and Return** button to return to the **Education and Work Experience** page.
9	Your education information should already be populated if you entered it through **Learning and Development**.
10	Click the **Next** link to go to the **Additional Information** page.
11	Scroll down the page **Training**, **Licenses/Certifications**, **Languages** and/or **Membership** information previously completed through **Learning and Development**.
12	Click the **Next** link to go to the **Application Questionnaire** page.
13	Click the **Next** link to go to the **Referral Information** page
14	Complete the fields in the **Preferences** section as desired. Complete the fields in the **Referral** section. **How did you find out about the job** is a required field and needs to be completed even if you only choose job posting when updating your profile. Review the **Prior Convictions** question and select the correct option.
15	Click the **Next** link to go to the **References** page.
16	Fill out all of the available reference information on the Add Reference page by clicking the **Add Reference** link. If more than one reference needs to be entered, click the **Save and Add More** button. After all references have been entered, click the **Save and Return** button.
17	Click the **Next** button
	Complete the requested Equal Opportunity Employee (EEO) Information. Note if the applicant prefers not to provide this information, click the I decline to provide my self identification details checkbox.
18	Click the **I Agree to These Terms** option at the bottom of the page. Click the **Submit** button.
19	When the application has been successfully submitted, the application **status** will read **Applied** on **My Application** page. If a profile was created or updated without applying for a position, No Job will be displayed in the Application column.
20	Click the **Careers Home** link to return to the **Careers Home** page.
21	Congratulations, you have successfully completed and submitted an applicant profile. Going forward, this information will carry through for any positions you wish to apply to. **End of procedure**.

Viewing the Job Posting

1	Click the **Self Service**, Click **Recruiting Activities**, Click **Careers**.
1	After logging in from the sign in screen click the **Advanced Search** link.
2	Click **All Locations** in the **Select Locations** list. **Note**: To select multiple locations, press and hold down the Crtl key while clicking selected locations.
3	Click **All Job Families** in the **Select Job Families** list. **Note**: To select multiple job families, press and hold down the **Crtl** key while clicking selected job families.
4	Scroll down the page to find the **Find Jobs Posted Within** selection box.
5	Click the **Find Jobs Posted Within** field drop-down menu button.
6	Make a selection from the list of values. Note: The drop down menu buttons may be used to search the **Full/Part Time, Regular/Temporary**, and **Desired Pay fields**.
7	Click the **Search** button.
8	Click the **Posting Title** link to open and view a job posting.
9	Scroll down the page to review the entire job posting.
10	When the job posting has been reviewed, click the **Return to Previous Page** link.
11	If necessary, scroll down the page and click on the **Posting Title** link of additional postings to be viewed.
12	After reviewing all desired job postings, click the **Return to Previous Page** link to perform any additional searches.
13	You can also search of available positions through the **Basic Job Search** box, by clicking on the **Search** button or by viewing the list of **Current Job Postings** at the bottom of the **Careers Home** page.
13	Congratulations, you have successfully viewed one or several job postings.

Moving an Application from a Draft Status to Applied

1	After logging in from the sign on screen click the **My Career Tools** link.
2	Click the **Job Title** that is showing a **Draft** status. This will return you to the application that you need to complete.
3	Review each page of the application and make necessary updates where applicable.
4	Click the **Next** button on each page to continue through the application.
5	Click the **I Agree to These Terms** option at the bottom of the page. Click the **Submit** button.
6	When the application has been successfully submitted, the application **status** will read **Applied** on **My Application** page. **REMEMBER THIS PROCESS CAN ONLY BE COMPLETED AS LONG AS THE POSITION IS STILL ACTIVE ON THE JOB BANK.**
7	Congratulations, you have successfully moved your application from a **DRAFT** to an **APPLIED** status.

Saving a Job to Apply at a Later Time

1	After logging in from the sign-on screen, the most recent job postings appear at the bottom of the **Careers** home page. Job posting information may be opened and viewed by selecting the **Job Title** link or by performing an **Advanced Search** following steps 2 through 8 of the **View Job Postings** section of this guide
2	After opening and reviewing the job posting's job description, if the position appears interesting, and you feel you have the preferred experience for the position, click the **Save Job** button. A saved job can be applied for at a later time as long as it is still active on the job bank.
3	Congratulations, you have successfully saved a job!

Adding an Attachment to an Application

1	Click **Self Service**, click **Recruiting Activities**, click **Careers**.
1	Click the **My Career Tools** link.
2	Click the **Add Attachment** link.
3	Select the attachment type by clicking the **Attachment Type** drop-down menu button and complete the fields.
4	Click the **Add Attachment** link.
5	Click the **Browse** button to locate the attachment in the applicant's compute files.
6	After locating the **Microsoft Word** document in the applicant's files, click the document to select it.
7	Click the **Open** button.
8	The selected document path appears in the window to the left of the **Browse...** button.
9	Click the **Upload** button.
10	The **Microsoft Word** document attachment is now attached to the applicant's application.
11	Click the **Save and Return** button to return to **My Career Tools** page.
12	Congratulations, you have successfully attached a document to your application.

Applying for a Job

1	Click **Self Service**, click **Recruiting Activities**, click **Careers**.
2	The most recent job postings appear on the **Careers Home** page. Job posting information may be opened and viewed by selecting the **Job Title** link or by performing an **Advanced Search** following steps 2 through 8 of the **View Job Postings** section of this guide.
3	After opening and reviewing the job posting's job description, if the position appears interesting, and you feel you have the preferred experience for the position, click the **Apply Now** button.
4	A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select either the **Copy and Paste Resume Text, Using an Existing Resume**, or **Apply Without Using a Resume** option.
5	Click the **Continue** button.
6	Review all profile pages for accuracy and complete all required fields for each application. Please continue through each page until you reach the **Submit Online Application** page.
7	Click the **I Agree to These Terms** option at the bottom of the page. Click the **Submit** button.
8	When the application has been successfully submitted, the application **status** will read **Applied** on **My Application** page.
9	Congratulations, you have successfully submitted an application to the State of Indiana as an existing applicant.

Moving an Application from Not Applied to Applied Status

1	Click **Self Service**, click **Recruiting Activities**, click **Careers**.
2	Click the **My Career Tools** link.
3	Click the **Job Title** that is showing a **Not Applied** status**.** This will return you to the application that you need to complete.
4	Review each page of the application and make necessary updates where applicable.
5	Click the **Next** button on each page to continue through the application.
6	Click the **I Agree to These Terms** option at the bottom of the page. Click the **Submit** button.
7	When the application has been successfully submitted, the application **status** will read **Applied** on **My Application** page. **REMEMBER THIS PROCESS CAN ONLY BE COMPLETED AS LONG AS THE POSITION IS STILL ACTIVE ON THE JOB BANK.**
8	Congratulations, you have successfully moved your application from a **Not Applied** to an **Applied** status.
9	Click the **Job Title** that is showing a **Not Applied** status**.** This will return you to the application that you need to complete.

Application Status

1	Click **Self Service**, click **Recruiting Activities**, click **Careers**.
2	Click the **My Career Tools** link.
3	Click the **Display** applications from drop down menu button.
4	Select a time frame to view the status of submitted applications from the list of values.
5	Click the **Refresh** button.
6	The status of positions applied to will appear in the **Status** column of the **My Applications** section of the **My Career Tools** page. Applicants can review the disposition of each job opening application. Applicants will be able to see the following disposition (status) codes: -**Not Applied**: An application has been started but not been submitted for the job opening. -**Applied**: An application has been submitted for the job opening. -**Not Chosen**: The application was not chosen for further consideration -**Hired**: Applicant hired for the job opening.
7	Click the **Next** link to review the status on any additional applications.
8	After reviewing the status of job applications, scroll to the bottom of the page to located the **Return to Previous Page** link to return to the Careers Home page.
9	Congratulations, you have successfully viewed your application status. **End of Procedure**.

Job Search Agent

1	Click **Self Service**, click **Recruiting Activities**, click **Careers**.
2	Click the **Job Search** link.
3	The **Job Search** home page gives advice on how to view jobs and how to set up a job search agent from the **Basic Search** or **Advanced Search** options. A job search agent emails jobs of interest based on the selected job search criteria.
4	Scroll down to the bottom of the **Job Search** home page to set up job search criteria.
5	If desired, click in the **Enter Keywords** field and enter keywords to search for postings.
6	Next, enter the desired cities or counties in which to work. Use the scroll bar in the **Select Locations** box to select the desired cities and counties. To select multiple cities or counties, hold the **Ctrl** key and click on your choices.
7	**Job Families** also assist in narrowing search criteria while looking for jobs of interest. Use the scroll bar to search through the listed job families. To select multiple job families, hold the **Ctrl** key and click on your choices.
8	To further narrow the job search criteria, other options are also available to identify employee preferences regarding the **Type of Work, Desired Pay Range** and **when the Jobs Searched were posted**.
9	Click the **Saved Search** button.
10	Enter the **Job Search Agent** title into the **Name** your search field.
11	Click the **Use As Job Agent** check box to select it.
12	Enter the email address to receive job posting notifications matching the Job Agent Search criteria into the **Send Job Agent notification to** field.
13	Click the **Save Search** button.
14	Congratulations, you have successfully created a job search agent. **End of Procedure**.

Job Search Agent Results

1	Click **Self Service**, click **Recruiting Activities**, click **Careers**.
2	Click the **Job Search** link.
3	Determine which saved searches to use in the Job Search Agent. Click the **Use Saved Search** drop down menu button and select a saved search from the list of values.
4	Click the **Search** button.
5	Another option is to use the **My Saved Searches** link and then pressing the **Run Search** button to view the saved search option.
6	Scroll down to the bottom of the page to view Job Search Agent results based on the Job Search Agent criteria.
7	If desired, an applicant may view or make changes to the Job Search Agent criteria by clicking the **Expand Section** button of the **Click icon to view Advanced Search criteria** section.
8	Jobs matching the Job Search Agent criteria will appear in the **Search Results** box at the bottom of the page.
14	Congratulations, you have successfully viewed a job search agent. **End of Procedure**.